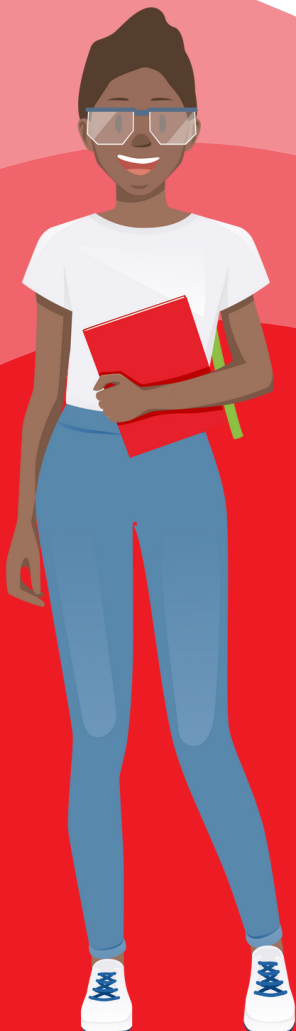


Community Action Suffolk Recruitment Pack

Head of Finance



Welcome from Hannah Reid, Chief Executive of Community Action Suffolk

Dear Applicant

Thank you for your interest in working for CAS and the role we are currently advertising.

CAS is a diverse and responsive organisation and I am incredibly proud to lead such a trusted and passionate team. Our enabling work has such a positive impact on VCFSE organisations and the communities they serve.

This application pack should provide you with all the information you need about the role, as well an idea as to what CAS is all about, what we do and where we see our future.

We achieve this through our high performing and motivated staff team as well as our person centred approach to our work keeping people and communities at the heart of what we do. As well as making a difference in our communities you will find that the CAS team provide a friendly and collaborative environment to work in and no two days are the same.

I hope that you will find this opportunity both interesting and exciting and will consider submitting an application to join us.

Hannah Reid, Chief Executive



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About CAS

We exist to ensure the sector is supported, safe and sustainable. We provide (or signpost) whatever is needed behind the scenes to enable this, so the sector can concentrate on doing what it does best – making Suffolk an incredible place in which to live and work.

CAS supports organisations in the sector to enable them to operate more effectively. We provide a voice for organisations and groups who may not otherwise be heard and represent their interests to the private and public sectors. We do this through conferences, workshops, events, specialist networks, and by consultation with the sector.

We work closely with a wide variety of partners from other sectors including Suffolk County Council, Borough and District Councils, Town and Parish Councils, Health and Police, along with partners from the private sector such as New Anglia Local Economic Partnership and local businesses.

All these parties have a vital role in improving the lives of people in Suffolk and by working together we ensure Suffolk is the best place it can be for all those living and working here.

Our Vision

Community Action Suffolk's vision is that Suffolk is a county where every community aspires, thrives and grows.

Our Mission

Community Action Suffolk's mission is to strengthen and champion community action in Suffolk by supporting the voluntary, community and social enterprise (VCFSE) sector in its work.



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Our mission is underpinned by our **4 Strategic Priorities...**

1. Supporting a diverse and resilient VCFSE sector to build capacity and sustainability

2. Stimulating and developing impactful community and voluntary action

3. Creating and maintaining influential and equitable beneficial relationships between public, private and VCFSE sectors

4. Develop CAS as a sustainable and essential business in Suffolk, driven by continuous improvement and innovation



...and our 2 new **Development Priorities...**



**Addressing
Inequalities**

&



**Tackling the
Climate
Emergency**

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CAS VALUES



Collaborative



Enabling



Person
Centred



Trusted



Responsive

Our **values** represent who we are, how we work, our aspirations, purpose, & our goals.

Chosen by our staff team, we reflect them in everything we do both internally and externally.

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The role at a glance

Hours - Part time, 22.5 hours per week

Salary - £46,000 FTE -£27,600 Actual per annum

Start date - As soon as possible

Location - Community Action Suffolk, Brightspace, Ipswich or The Kirkley Centre, Lowestoft with blended home working

Accountable to - Chief Executive

Contract term - Permanent

Application deadline - 9.00am Friday 10th May 2024

Interview date - Week's commencing 13th and 20th May 2024

Please contact louise.bradshaw@communityactionsuffolk.org.uk for more information



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JOB DESCRIPTION

JOB TITLE: Head of Finance	SALARY: £46,000 FTE -£27,600 Actual per annum
HOURS: 22.5 hours per week	TERM: Permanent
REPORTS TO: Chief Executive	LOCATION: Office base Brightspace Ipswich or Kirkley Centre, Lowestoft
JOB PURPOSE	
<ul style="list-style-type: none"> • To provide leadership and management to the finance team, and to play an active part in the team to ensure delivery of a high quality finance and accounting service • To provide leadership for strategic financial planning and reporting. 	
MAIN DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> • To provide leadership and management to the finance team, and to play an active part in the team to ensure delivery of a high quality finance and accounting service including; <ul style="list-style-type: none"> o Statutory and Management Accounts o Budgets o Forecasting o Cash Flow o Reporting and provision of information for non financial managers o Management of P&L and Cash Flow o Tax and VAT management and reporting o Capex o FCA half year and full year returns • Take the lead in developing and implementing financial plans to ensure the successful delivery of the finance strategy in accordance with CAS's strategic plans. • Actively review financial processes, systems and information to ensure the service is continuously improved to achieve efficiency, effectiveness and compliance/integrity. • Prepare reports, financial proposals and service the Finance and Audit Committee, main Trustee Board and Subsidiary Boards with regard to finance and audit governance of the charitable group. • Develop positive working relationships with financial stakeholders; provide financial expertise, and information to support decision making. • Manage the procurement service, ensuring adherence to any relevant tendering requirements including state aid, and ensuring best value for money. • Develop collaborative working relationships with Finance – Budget holders and senior managers and ensure integrated systems, policies and procedures, and support to identify income generating and cost saving opportunities. 	

- Effectively manage relationships with external agencies including auditors, HMRC, bankers, and pension advisors to ensure compliance and value for money.
- Maintain awareness of relevant financial and operational aspects of legal, statutory and regulatory requirements; support the Chief Executive and Trustees to meet their obligations and put in place policies, procedures and monitoring to ensure adherence.

Strategic Financial Planning, Reporting and Business Administration

- To lead by example, embracing the vision and values of CAS and demonstrating the appropriate leadership behaviours.
- Contribute to the preparation of the Community Action Suffolk Strategic Plan.
- Work with senior managers to ensure that systems and reports required by funders are produced in the required format and time scales
- To provide leadership, supervision and direction to team to motivate and inspire strong loyalty to the charity.
- To act as Company Secretary to the Board of CAS.
- Ensure all parts of the organisation are covered under required insurance schemes including but not limited to employer's liability, buildings and equipment cover, personal accident, travel, vehicle; manage relationship with provider to ensure appropriate advice, cost and service provided and manage all claims and queries

PERSON SPECIFICATION

Assessment methods: I – Interview / P- Presentation / AP- Application Form / T- Test

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant degree and Chartered or certified Accountancy qualification (AP,I) • Evidence of Continuing Professional Development (AP,I) 	<ul style="list-style-type: none"> • ICAEW Diploma in Charity Accounting
Experience, Knowledge & Skills	<ul style="list-style-type: none"> • Expert knowledge of financial and accounting procedures, tax, legislation (AP,I) • Experience of heading up a finance function (AP,I) • Experience of Charity accounting (AP) • Experience of FCA regulatory reporting (AP) • Proven line management skills to effectively manage performance, change and improvement. (AP,I) 	<ul style="list-style-type: none"> • Experience of managing operational or support functions in addition to finance • Experience of Xero Accounting System • Experience of developing effective relationships and productive links with key stakeholders

	<ul style="list-style-type: none"> • Proven track record of influencing and challenging decisions through communication and provision of information (AP) • Experience of producing monthly management accounts and reports (AP,I) • Excellent organisational skills, ability to prioritise and delegate to meet deadlines and organisation priorities (AP) • Excellent interpersonal skills; able to effectively engage with colleagues and external stakeholders at all levels, both financial and non financial. (AP,I) • Demonstrable IT skills and cost effective use of software to provide automated reporting and information (AP) 	
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	Essential
Attributes	<ul style="list-style-type: none"> • Willingness to get involved at every stage (AP) • Accessible and approachable with a “can do” attitude (AP,I) • Ability to create, manage and maintain effective relationships (AP,I) • Motivator and inspirer of financial and non financial colleagues (AP,I) • Focussed yet flexible (AP) • Influencer and relationship builder (AP,I) • A personal interest in the work of the VCFSE (AP)

How to Apply

To apply you will need to complete our application form by:

Apply Now



9.00am Friday 10th May 2024

You can find a link to the application form below:

<https://www.communityactionsuffolk.org.uk/wp-content/uploads/2023/10/Community-Action-Suffolk-Application-Form-October-2023.docx>

As part of your application you will be asked to:

- Tell us why the position appeals to you, and how your skills and experience demonstrate your suitability for the role.
- Provide full details of your education and employment history including dates
 - Include how you have demonstrated the CAS values of: Person Centred, Collaborative, Trusted, Responsive and Enabling within your supporting statement
- Provide details of two referees. One of your referees should be your current or most recent employer. All posts are subject to satisfactory references as detailed in the selection process section below.

If you would like to have an information discussion about the role, please contact

Hannah Reid on **01473 345400** or email

hannah.reid@communityactionsuffolk.org.uk

Your completed application form should be sent to

louise.bradshaw@communityactionsuffolk.org.uk or posted to Community Action Suffolk, Brightspace, 160 Hadleigh Road, Ipswich, IP2 0HH. Please mark your application for the attention of Louise Bradshaw.

When submitting an application please state where you saw the post advertised.

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to completing our Application Form

CAS aims to ensure that comparison between applicants for posts is thorough, fair and in line with our Equal Opportunities Policy. It is therefore essential that you complete the application form fully as it will be used to assess whether or not you are shortlisted for an interview.

Please ensure you fully read the Job Description and Person Specification for the role before completing the application form.

The application form is in two sections and section A and the Equal Opportunities Form will be separated from the application before being given to the recruitment panel for shortlisting.

Your application will be assessed against the responses you provide in section B. Please ensure you relate your answers on your application to the requirements set out in the person specification and where possible provide examples. Please address each point in sufficient detail as incomplete sections may impact on the likelihood of your application being shortlisted.

Please do not send us a CV as part of your application or to apply for the role. We will only consider candidates who have completed the application form. If there is insufficient space on the application form, you may attach supplementary sheets but please include your name and the position you are applying for.



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Selection Process

Shortlisted candidates will be contacted and offered an interview date and time. Candidates will be notified of the method of interview. If the interview is face to face you will be notified of the location the interviews will be held and provided with directions. All interviews will be confirmed via email once agreed.

As part of the interviews candidates will be required to take part in a discussion or presentation about our CAS values. The format for this discussion will be confirmed when the interview date and time is accepted.

Referees

Always ask your referees permission before giving their contact details for your application. One of your referees should be your current or most recent employer/line manager, academic tutor or a volunteer manager if applicable. Please do not give details of family and friends.

Referees will only be contacted after an offer has been made and accepted. We will confirm with you before we approach your referees.

Accessibility and Adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we will always endeavour to be as accommodating as possible.

If you require a different format of the application form, such as large print, or you would like to discuss any specific requirements, please get in touch with us at louise.bradshaw@communityactionsuffolk.org.uk or call 01473 345400 and ask to speak to a member of the HR Team.

Equality, Diversity and Inclusion

CAS is an equal opportunities employer which welcomes applications from all sections of the community.

Everyone can expect to be treated with consideration and respect and CAS is committed to providing an inclusive environment for all. Good working relationships enable the full potential, creativity and productivity of each individual, in an atmosphere where everyone can learn and work without prejudice, discrimination or harassment.

The application pack contains an Equal Opportunities Form which we encourage you to complete and return with your application. Please be assured that this form is not part of the application process and it is removed prior to the shortlisting process.

The data we obtain from these forms is analysed to support our commitment to equal opportunities and the information will be used to help guide our recruitment strategies.

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Benefits of working for CAS

Our people are passionate about what we do and the difference it makes to the communities we work in and the people that live in Suffolk. Working in the Voluntary, Community and Social Enterprise sector has never been more interesting, offering talented people the opportunity to innovate, use their skills and expertise to make a difference.

We recognise that our people are central to what we do and the services we provide. We are committed to creating positive and fulfilling roles and providing environments where people flourish, develop and have the opportunity to make a real difference in delivering good quality services.

The benefits we offer to colleagues to support them in delivering their crucial role includes the following:

- ✓ Blended working where role allows
- ✓ Flexible working options to support work/life balance
- ✓ 33 days increasing to a maximum 36 (FTE) annual holiday which includes an allowance for bank holidays
- ✓ Up to 4% matched pension contribution
- ✓ 2 days pro rata volunteering days to support volunteering in Suffolk
- ✓ Staff Discounts Scheme for a range of retailers including; shopping, holidays, insurance, eating out and health and leisure activities
- ✓ Company Sick Pay Scheme
- ✓ Continued Professional Development for job related development
- ✓ Family Friendly policies and practices
- ✓ Tailored induction



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Why work for Community Action Suffolk?

Here's what our staff have to say...

"Every day is different at CAS because the services we offer are so varied, and you never quite know what ideas or challenges our customers will want support with. This provides lots of opportunities to connect and collaborate with colleagues across the organisation, who may be working with the same people, or have relevant knowledge or skills to support you with your work. Working in this way is a great way to get to know colleagues across different teams and to share ideas and experiences, and staff are very supportive of each other.

As an organisation, CAS enables staff to have an effective work life balance, through blended working policies, and flexibility with working hours when needed. Due to this, I have been able to move from part time working into a full time role that fits around my commitments as a parent.

In the 6 years I have worked for CAS I have been able to progress through variety of roles. Having started at CAS as the receptionist, this gave me a great understanding of the wide range of services and support that CAS provides. I have been given the opportunity to undertake training, learn new skills and work on a variety of projects over the years and now co-ordinate 2 projects within the organisation." **Liz - Community Food Partnership Officer**

"CAS show they care for their employees. As I had dedicated 10 years to customer service at XXXX, I was nervous about moving on to a new career, but CAS has definitely proved most beneficial for me and my family. My health and wellbeing have improved massively and the work environment, including all the staff, have been most welcoming – it's a joy to be at work."

Hannah - CAS Subsidiary Officer

"Having worked in the corporate world for over 30 years. Working for CAS has been like a breath of fresh air. I received a very warm and professional induction. The staff are extremely helpful, friendly and nothing is too much trouble. A thoroughly enjoyable place to work."

Trevor – Head of Voluntary & Community Action

"When I started working at Community Action Suffolk, I was taking a leap from part time work around my young family to working full time. They assured me that flexible working was in place and now, nearly two years on, I wish I had joined sooner! CAS ensures there doesn't have to be a choice between being a parent, or working, by allowing for there to be a healthy work-life balance. The team is amazing, everyone supports each other, it really is a joy to come to work and see colleagues. Everyone is valued and, as an organisation, the staff really are kept at the heart of the work they do. Training opportunities, personal CPD and staff progression are encouraged, which allows for personal and professional growth at your own pace. The projects that CAS run are really varied, but everyone supports each other and genuinely takes interest in what is going on within the community. I feel fortunate to be part of a fantastic organisation who I am proud to represent and work for."

Sarah - Community Development Officer



"Well, what can I say! I've been here since 1998 and I can honestly say I fell into my first job here purely by chance. I didn't know anything about the charity or what it did at that point, and I applied on a whim! I liked the sound of it. I started as a part time secretary and librarian (for the smallest library ever!). Since then, I have undertaken various roles at CAS and within one of its predecessor organisations, varying from working with Village Halls, being the Rural Transport Partnership Officer, Quality Standards Officer, Reception and Buildings Supervisor and Community Oil Buying Co-ordinator! Pretty varied roles I'm sure you'll agree. Currently my work is around undertaking Research and supporting our Network Membership scheme. The one consistent thing throughout my time with CAS is the lovely people you get to meet and work with. That is the overriding comment made when people join or leave the organisation, that everyone here is lovely and that we all work as a team. Though many of us work in different areas, on different projects and at different times of the day and week and from different locations, there is always someone around who you can bounce ideas around with, ask for help from or simply have a chat with."

Nat – Resources Officer

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Get in touch



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Action Suffolk please visit our
website

www.communityactionsuffolk.org.uk

Call us on *01473 345400*

or email

info@communityactionsuffolk.org.uk



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